



# CITY OF SAN ANTONIO

P.O. Box 839966  
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## ADDENDUM I

**SUBJECT:** Better Buildings Auditing, Retro-Commissioning and Demand Response RFQ 11-008,  
scheduled to open December 17, 2010, Date of Issue November 15, 2010.

**FROM:** Denise D. Gallegos, C.P.M., CPPB, Purchasing and Contract Administrator

**DATE:** December 7, 2010

This notice shall serve as Addendum No. I to the above referenced Request for Qualification and shall become part of the original proposal package and must be returned with RFP on or before the due date.

## **THE ABOVE MENTIONED REQUEST FOR PROPOSAL IS HEREBY AMENDED AS FOLLOWS:**

1. **Add: Exhibit 1 – “Impact Table”, is posted as a separate document.**
2. Page 5, Section II. SCOPE OF SERVICES - TASK 2, **Change Section to Read:**

### **“TASK 2:**

#### **COMMERCIAL RETRO-COMMISSIONING AND DEMAND RESPONSE**

Retro-commissioning provides the implementation of low-cost/no-cost measures to reduce energy consumption identified in an on-site assessment. Respondent should be able to identify demand savings opportunities and prioritize investigation of savings opportunities to control costs. Respondent should be familiar with the buildings and climate in the utility service territory.

The Respondent may be required to assist in marketing the Retro-commissioning Program through outreach to professional organizations and direct customer contact. Retro-commissioning begins with a site visit, consulting with the building facilities personnel, and reviewing the building system documentation, operating set points, equipment sequences of operation and state of repair, utility bills, etc. From the information gathered, the Respondent develops a preliminary list of improvements, performing rough calculations of the demand and energy saving potential of each. From this analysis, the Respondent generates a feasibility assessment of the project, which is included in the Retro-commissioning Plan and submits it as a program deliverable. If the Respondent in consultation with Better Buildings Program staff concludes that the project is unlikely to result in sufficient savings to meet program cost-effectiveness targets, the project will be terminated at that point.

The next phase continues the site assessment to develop an in-depth understanding of the building systems. Operational and functional data are collected to assess equipment operation and document baseline operating conditions. A master list is developed to augment the items found in the planning phase, and to identify additional deficiencies and potential improvements. Detailed calculations are completed to estimate the demand and energy savings, annual energy cost savings, implementation costs, and simple payback period of potential improvements. For recommended measures, an implementation verification procedure is defined. Information gathered and recommendations for implementation are presented in a report. If the Respondent in consultation with Better Buildings Program staff concludes that the project is



unlikely to result in sufficient savings to meet program cost-effectiveness targets, the project will be terminated at that point.

Respondent shall evaluate the facility for the feasibility of proposing retro-commissioning measures. Retro-commissioning measures may include but are not limited to:

- HVAC System scheduling
- Chiller sequencing/optimization
- Reset of HVAC temperatures (i.e. CHWST, CWST, SAT, etc.)
- Outside air reduction / Demand Control Ventilation
- Improve air-side economizer operation
- HVAC balancing (water & air)
- Static pressure reduction (water & air)
- Eliminate simultaneous heating and cooling
- Install VSD's in HVAC systems (i.e. AHU fan, SCHW pump, etc.)
- Add/Repair sensors (i.e. temperature sensor, pressure sensor, etc.)
- Add/Repair devices (i.e. actuated dampers, control valves, etc.)
- Hot Water Heater tune-ups
- Repair leakage in facility distribution systems (i.e. AHU, compressed air, etc.)
- Install lighting controls (i.e. occupancy sensors, daylighting, etc.)
- De-lamping light fixtures

The service provider will provide a report which will include but not be limited to:

1. An executive summary
2. An inventory of the building's current systems, equipment and controls
3. Original and updated sequence of operations as applicable
4. Recommendations for energy efficiency opportunities
5. Recommendations for demand response opportunities
6. Estimated energy savings, costs, and simple payback
7. Addition deficiencies and energy efficiency opportunities identified but not quantified
8. Comparison of the pre- and post-implementation building performance and power consumption
9. Procedures Manual outlining how to implement the recommended measures
10. Reports will need to be sealed by a licensed Professional Engineer (P.E.).

Once the installation is complete, the Respondent verifies that the measures have been implemented by carrying out the verification procedure. The Respondent will submit a report stating the verified savings based on the verification data collected, and recommending operational procedures to ensure continued facility operation at optimal conditions. The Respondent may also be requested to provide on-site operational training to facility staff upon project completion."

### **PRE-PROPOSAL CONFERENCE QUESTIONS AND RESPONSES:**

On November 29, 2010, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Better Buildings Auditing, Retro-Commissioning and Demand Response (RFQ 11-008) for the City of San Antonio. Below are a list of questions that were asked prior to, during and after the conference, and a copy of the Small Business Office Presentation. The City's official response to questions asked is as follows:

Question 1: Will a Respondent who performs work for the City resulting from this RFQ be barred from other procurement activities related to the Better Buildings program?

Response: No, a Respondent who performs work for the City resulting from this RFQ can respond to other procurement activities related to the Better Buildings Program.

Question 2: What is the approximate budget for the two programs described in the RFQ?

Response: This contract has a combined budget of \$750,000 for the two programs described in the RFQ.



- Question 3: How many qualification studies does the City anticipate performing in work resulting from this RFQ?  
Response: The City anticipates performing a minimum of 500 qualifications studies during the Better Buildings grant period.
- Question 4: Tab F, item 5 asks Respondents to “Track, measure, and report on the recipient’s progress towards achieving the Recovery Act priorities.” However, the only Recovery Act provisions in the RFQ refer to paying workers the prevailing wage. Are there other Recovery Act goals? Are these the same as the SBEDA goals?  
Response: This project is being funded entirely or in part by American Recovery and Reinvestment Act (ARRA) funds and all of the provisions of ARRA and any additional special terms and conditions required by the federal agency (Department of Energy) are applicable, not just the ‘goals’. Note that in the past requirements have been added and some requirements have changed over time, all of which are to be applied retroactively by the federal government. Some of the requirements may not be relevant (i.e.: the construction provisions, Buy America, etc.) to this project.
- Question 5: Tab I, Litigation Disclosure, item 2, asks all members of the program team to disclose reasons for termination by any Private Entity, at any time in their working careers. Is this correct?  
Response: Yes, Refer to Litigation Disclosure form.
- Question 6: On page 5, the paragraph beginning “Once the installation is complete,” appears to be out of place. Should it be placed after the following paragraph and the related lists?  
Response: Yes, note the Scope of Services has been changed, altered by move of paragraphs. Review “Task 2” section of the “Scope of Services” indicated as No. 2 on Page 1 of Addendum I.
- Question 7: Please clarify the page count requirement. For example, does Tab C – General Information (a form) count towards the 40-page limit? Does Tab D – References count towards the page limit?  
Response: Yes, it is all inclusive of the 40-page limit, except for the Financial Information Tab L and Addendums Tab N.
- Question 8: How many buildings or sq feet or other metric are they targeting to serve under this program.  
Response: Please refer to Exhibit 1 “Impact Table”.
- Question 9: Will the program consider using/hiring more than one firm?  
Response: The City reserves the right to award to none, one, or more than one Respondent.
- Question 10: Will the program be looking at selecting firms by market sector experience and qualifications for the different market segments (e.g., offices, hospitals/healthcare, schools, small business, municipal buildings, etc.)  
Response: Yes, proposals will be evaluated for the Respondents market sector experience as well as other factors outlined within the responses. Refer to Evaluation Criteria, Section XIII, Page 14.
- Question 11: Is there a marketing plan developed or in development?  
Response: Yes, there is a draft marketing plan in development, in partnership with CPS Energy.
- Question 12: Will the pre-submittal meeting attendee list be available?  
Response: Yes, you may obtain a copy of the meeting attendees by contacting the Small Business Division of the International and Economic Development Department at phone number 210-207-3900 or email: [grace.luna@sanantonio.gov](mailto:grace.luna@sanantonio.gov)
- Question 13: How will the budget for each project be determined?  
Response: The successful respondent will be asked during the contract negotiations to provide a price for a ½ day and full day site visit and includes report, travel time and consult. **Respondents should not submit any Pricing with their RFQ response.**
- Question 14: Will different phases of the retro-commissioning process have predefined budgets?  
Response: No, RCx should be based on site time.



Question 15: Will the building owner be responsible for a portion of the cost?

Response: Yes, the customers will have "program fees" associated with the audits/retro-commissioning.

Question 16: Will owners have to commit to certain levels of implementation \$ to participate?

Response: The level of participation will be determined by CPS Energy on a case by case basis.

Question 17: Are there predefined requirements for energy savings calculation methods?

Response: The program will use the existing calculations used for existing CPS Energy rebate programs.

Question 18: In the retro-commissioning program, has the process for pre and post implementation comparison been defined?

Response: It will be determined by vendor on a case by case basis starting with the baseline energy usage, once the EE measures are determined, kw savings can be calculated.

Question 19: Is this M&V anticipated to be at a system level or at a whole building level?

Response: It will be at a system level.

Question 20: Will each provider be responsible for evaluating the specific scope of services for each client?  
For instance, the level of on-site testing and TAB needed for RCx projects?

Response: Yes.

Question 21: The DR program described in the RFQ appears to be a voluntary capacity program. Would the City or CPS Energy consider additional DR program designs such as Critical Peak Pricing, Regulation or Reserve services?

Response: No.

Question 22: Would assistance for CPS Energy on DR program implementation be considered in scope of the RFQ?

Response: No, the scope does not include implementation, only the evaluation for the candidacy of enrollment. At that point, CPS Energy would follow through on customer contact regarding DR.

Question 23: Since CPS Energy is a member of ERCOT can customers participate in any ERCOT DR programs?

Response: Yes.

Question 24: Is there a desire to provide customers with any near real time energy consumption and pricing information?

Response: No real time data is not necessary for this program.

Question 25: What are the details of the City's ARRA funding? Amount? What is covered? Timing for implementation?

Response: The City has received funding under several different ARRA programs. The Energy Efficiency and Conservation Block Grants (EECBG) Program represents a Presidential priority to deploy the cheapest, cleanest, and most reliable energy technologies we have - energy efficiency and conservation - across the country. Funding for the EECBG Program under the Recovery Act totals \$3.2 billion. Of this amount, over \$2.7 billion was awarded through formula grants. In addition, up to \$453.72 million is allocated through Green Retrofit Ramp-Up and General Innovation Fund Programs funding opportunity. The City of San Antonio, in partnership with CPS Energy, was awarded \$10,000,000 to implement an efficient method to accomplish energy efficiency in residential and commercial, institutional, industrial and public buildings. Not all of that funding is available under this RFQ, see question 31. The program will be offered starting in February 2011 to residential and commercial sectors. This comprehensive and replicable energy efficiency/outreach program will: 1) design a menu of effective financing options for individuals to improve the energy efficiencies in homes



and business; 2) provide a process for program participants to have access to expert energy analysis and the implementation of low-cost and no-cost measures targeted to improve building system operation, reduce energy use and demand.

Question 26: Has the City considered using the demand side to provide load balancing services for intermittent solar and wind generation?

Response: No.

Question 27: Can selected companies offer implementation services following either a Task 1 or Task 2 program? (It's unclear if the City is looking for the audit and engineering services only, or if the City would consider the professional services plus project implementation for the customers.)

Response: This RFQ only addresses audit, retro-commissioning and demand management services and implementation of low-cost/no-cost measures for retro-commissioning.

Question 28: Is the intent to select multiple companies creating a pool of qualified auditors, or is the intent to find companies who can administer their own program.

Response: The City reserves the right to award to none, one, or more than one Respondent.

Question 29: Can San Antonio give the geographic boundaries that a selected vendor would be limited to? (Aka – is this program only for C&I customers within the City Limits of San Antonio?; or is it bound by the service territory limits of CPS San Antonio? Or is the geography broader for targeted customer bigger or smaller than the city limits / or CPS Service Territory?)

Response: As stated on Page 3, Section I. Background, 1<sup>st</sup> paragraph of the RFQ this contract will serve the CPS Energy Service Area.

Question 30: Are there any Commercial or Industrial customer-classes or customer-types that will be Disqualified, or “Not Allowed” to participate in this program? If yes, please explain which customers are not qualified to participate.

Response: Although there is currently a program for small-industrial customer classes at CPS Energy they can still be evaluated to determine which program best fits a customer’s needs. All other commercial classes are eligible.

Question 31: What is the total budget for the program? 1. Are there 2 separate program budgets for this RFQ? – One for Task 1; and a separate budget for Task 2? Or is it the same program budget?

Response: This contracting initiative has a combined budget of \$750,000 for the two programs described in the RFQ.

Question 32: Does San Antonio want vendor pricing information entered into the RFQ Response? If yes, are there any specific directions on how Program Pricing should be provided to San Antonio?

Response: No, this is a Request For Qualifications only. Pricing will be requested from the selected respondents during the course of contract negotiations. **Respondents should not submit any Pricing with their RFQ response.**

Question 33: Will San Antonio contract after this RFQ process, or will there be a subsequent RFP process for a “short-list” of vendors selected?

Response: No, the City’s reserves the right to award a contract through RFQ process only.

Question 34: How many vendors does San Antonio anticipate selecting?

Response: The City reserves the right to award to none, one, or more than one Respondent.

Question 35: Once the selection of a vendor or multiple vendors is finished, and CPS administers the program(s) with the selected vendor(s), what will the City of San Antonio’s ongoing role in this program be?

Response: The role of the City of San Antonio is to ensure fiscal and programmatic compliance of grant terms and conditions.

Question 36: Is there a target number of buildings that San Antonio / CPS would like to either audit or commission as a part of this RFQ?



Response: Please refer to Exhibit 1, "Impact Table".

Question 37: What is the MW goal for this program to achieve in terms of DR?

Response: There is no established MW goal for the Better Buildings program to achieve for DR.

Question 38: Will this Demand Response program be a new demand response program that is separate from the existing CPS Energy run demand response program, or will additional KW identified be added to the existing DR program that CPS runs today?

Response: No, this is for the existing CPS Energy DR program.

Question 39: Does CPS or City of San Antonio anticipate needing "real-time monitoring" at the customer sites for the Demand Response program?

Response: Real-time monitoring is not necessary for DR customers. An IDR meter is required for participants and their interval data but can be compiled by CPS Energy after an event.

Question 40: How much advance time will be given to the C&I customers enrolled in the demand response program before curtailment is expected?

Response: 1-2 hours depending on the program option the customer chooses.

Question 41: Is there a capacity payment made to customers that enroll in the C&I Demand Response program, or is it just payments for curtailment events?

Response: Yes, the program utilizes a capacity payment to customers enrolled in DR.

Question 42: Does San Antonio or CPS value demand response that can respond in 10 minutes or faster, more than a DR provider that can respond in 30 or 60 minutes?

Response: No, there is no preference.

Question 43: For Demand Response will facilities with Back-Up / Emergency Generators be permitted to participate in the DR program?

Response: Yes.

Question 44: Is San Antonio open to receiving bids for Continuous Based Commissioning solutions (otherwise known as Monitoring-Based Commissioning) in addition to the Retro-Commissioning?

Response: No, RFQ only addresses audit, retro-commissioning and demand response.

Question 45: What is the kWh savings goal to achieve for the Energy Audits and Retro-Commissioning?

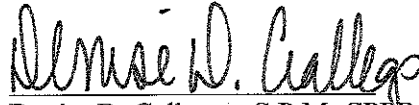
Response: Please refer to Exhibit 1, "Impact Table".

Question 46: On page 13 of the RFQ; (Section XI: Submission of Proposals); Bullet "G" states that – "Respondents may submit a response to one or both tasks; however, separate stand-alone applications must be submitted indicating Task 1: Commercial Auditing and Demand Response and/or Task 2: Retro-commissioning and Demand Response." Does the above statement mean that if we intend to respond to both Task 1, as well as Task 2 in the RFQ – that we would need totally separate proposals for each Task?

Response: Yes, as clearly stated in the RFQ, we are requesting separate stand-alone proposal responses.



**\*\*THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE PROPOSAL PACKAGE\*\***



Denise D. Gallegos, C.P.M., CPPB  
Purchasing & Contracts Administrator  
Purchasing & General Services Department

Date \_\_\_\_\_

Company Name \_\_\_\_\_

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Signature